

Function (activity) title * Operation of Records Center - Statutory

Responsible Organization Unit Agency Records Center

Resources Allocated:

Personnel: Staff Contract Other

Funds:

STAT

Total:

Personnel

Other (list)

Total:

Brief description of function: Establish systematic procedures for the receipt, disposition, and reference services for inactive records, vital records, and extra copies of Agency-produced finished reports that are held in the Agency Records Center.

Benefits: Provide storage of Agency records at a minimum of cost, protection of records for preservation, and to provide for their access to Agency components upon request.

Consequences (impact) of deletion: Agency archival material would have to be located in the National Archives. (See alternatives.)

Alternatives: Turn over the records to the Federal Records Center. Top management has ruled this is not possible if "sources and methods" are to be protected.

Possible incremental changes, with resource requirements:
Agency components could maintain their own extra copies of office-produced finished reports for supplemental distribution. However, it would be more costly for the Agency because it would require additional safe equipment for the reports as well as manpower.

*Indicate if this function is in support of a statutory, NSCID, DCID; regulatory, interagency agreement requirement.

** The \$22,000 shown as "other" funds is for supplies and equipment.

Programs/Functions (Summary)

[illegible]

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